

Provider Electronics Solutions(PES) Upgrade Instructions

Log on to: www.dhs.ri.gov

Choose:

- HIPAA (in the blue bar on the left side of the page)
- EDI - Electronic Data Interchange (second bullet)
- Provider Electronic Solutions – PES (second bullet)

Under the upgrade section, choose the appropriate upgrade, either version 2.01, 2.02, 2.03 or 2.04:

- **It is very important that you choose the appropriate upgrade, if you are running version 2.03, you can upgrade to 2.04.**
- **If you are running version 2.02, you must FIRST upgrade to version 2.03 completely then do a second upgrade to version 2.04.**
- **If you are running version 2.01, you must FIRST upgrade to version 2.02 completely, then do a second upgrade to version 2.03 and then do the final upgrade to version 2.04.**
- **If you are running version 2.00, you must FIRST upgrade to version 2.01 completely, then do a second upgrade to 2.02, then a third upgrade to 2.03 and then do the final upgrade to version 2.04.**

Select Save

When the box comes up that says “Save As”

- Choose your “C” drive(or the drive that the software resides on)
- Choose the RIHIPAA folder
- Choose Upgrades

Hit Save: It may take a few minutes to save the upgrade.

Once this is done, you must perform this second step in order to complete the upgrade.

- Click on your start button
- Choose “All Programs”
- Choose “RI EDS Provider Electronic Solutions”
- Choose “Upgrade”

You will get a message that states: “Upgrades can not be applied while the EDS Provider Electronic Solutions software is running. Please exit all applications prior to continuing with the upgrade. Do you wish to apply the upgrades now?”

- If the software is closed, choose “yes.”
- If the software is open, close the software and then choose “yes”
- Once you choose yes, you should get a message that there is “1 new upgrade”
- Do you wish to continue? Choose “yes”

Follow defaults through the next few screens. Once it is done, select finish.

You’re software has been upgraded.